

Capital Expenditure Plan / Campus Planning Master Plan Online data entry Instructions

PLEASE NOTE ALL FIELD NAMES ARE LINKED TO ADDITIONAL HELP INFORMATION.

IF ALL REQUIRED FIELDS HAVE DATA, THE UPDATE MP BUTTON MAY BE PRESSED TO SAVE INPUTTED WORK. It is recommended that you press the Update MP button before adding financings or debt repayments, or if you take an extended amount of time to enter information.

IF YOU RECEIVE AN ERROR PAGE, PLEASE SAVE IT AS HTML OR HTM, AND SEND IT ELECTRONICALLY TO THE PROGRAMMER AT THECB.

I Go to the Capital Expenditure Plan/ Campus Planning Master Plan (CEP/MP) website:
<http://www.thecb.state.tx.us/mpdms2/default.cfm>.

II On the home page,

- 1 Enter your Agency Number,
- 2 or if a University enter your FICE Code (the FICE code should be **Six digits** long).

Home page

The screenshot shows the home page of the THECB Campus Planning Master Plan and State of Texas Capital Expenditure Plan Database Management System. The page has a blue header with the title 'Campus Planning Master Plan' and 'Fiscal Year 2002'. Below the header, there is a welcome message and a section for reporting forms. The login section is at the bottom, with fields for 'Please Login: Agency Number' or 'FICE Code' and a 'Password' field. A 'Login' button is located to the right of the password field. Arrows from the instructions point to the 'FICE Code' field, the 'Password' field, and the 'Login' button.

- 3 Enter your password, this password should be _____ and six characters long.
- 4 Press the Login button.

III Now you should be on the *Form Selection* page.

- 1 For CEP data entry, select the MP1 button; this will take you to the CEP/PM Form page.

Form Selection

The screenshot shows a web browser window with the address bar displaying a URL. The page content includes the 'Campus Planning Master Plan DMS' logo and the title 'MP Form Selection'. A dropdown menu is set to 'Priority'. Three buttons are visible: 'MP1' (highlighted with an arrow), 'MP2', and 'MP4'. Below these are links for 'Search MPs', 'Print Certification Letter', and 'Log-Out'.

IV On the CEP/MP Form page, projects are listed showing building number, description, priority, and cost.

- 1 To create a new CE/MP record

A) select the “Create New MP” link,

The screenshot shows a web browser window with the address bar displaying a URL. The page content includes the 'Campus Planning Master Plan DMS' logo and the title 'MP Forms (MP1) for The University of Texas at Austin - (003658)'. At the top, there are links for 'Other MPs', 'MP1 Summary Report', 'Search MPs', and 'Create New MP' (highlighted with an arrow). Below is a table of projects:

Building Number	Project Description	Priority	Project Cost
IN02	RESIDENCE HALLS - FIRE AND LIFE SAFETY MODIFICATIONS	1	\$15
IN03	CAMPUS FIRE AND LIFE SAFETY MODIFICATIONS	2	\$14
0905	GEOLGY BUILDING ADDITION	3	\$12
T002	BLANTON MUSEUM OF ART	4	\$19
T001	BIOLOGICAL SCIENCE - WET LAB BUILDING	5	\$18
T010	NORTH CAMPUS OFFICE BUILDING	6	\$27
T000	CONTEMPORARY COMMUNITY ARTS CENTER	7	\$20

- V That takes you to the Edit MP1/Capital Expenditure Plan page.
- 1 From this page you can enter data pertaining to your specific project. The minimum required fields to save data are bold print. Enter:

- A) Project Number,
 B) **PROJECT NAME**,
 C) **PROJECT LOCATION**,
 D) Enter the **BUILDING NUMBER**; if it is an IT project use IR01, new construction use BL01 etc.,
 E) Project Description, Describe the project as clearly as possible using 100 characters or less.
 F) **PROJECT TYPE**,

- G) Do **not** enter any information in the Subject Area CIP Code Higher Education ONLY,
 H) Enter L & M Costs,
 I) The projects' Useful Life,
 J) Square footage,
 K) Project Dates,
 L) **OTHER FINANCING METHODS CONSIDERED**,
 M) Potential costs of postponement,
 N) Etc.

- 2 Then select the Add Financing button to access the financing pages.

VI On the Project Financing page

- 1 From the drop-down box, select the Type of Financing,

Project Number: 123 -2 RESIDENCE HALLS - FIRE AND LIFE SAFETY MODIFICATIONS
 Fill in the details on the project financing, then click on Add Financing.

Type of Financing:

Source of Funds:

If "Other Financing" was selected, please specify:

Institutional Funds:

Expenditures

Through 8/31	FY2003	FY2004	Sum of FY2005-2007
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Financing Return without Saving Clear Form

Other MP's MP Summary Report Search MP's Delete this MP

- A) From the Second drop-down box, select Source of Funds,
- B) Enter the Expenditures through 2008,
- C) When done press the Add Financing Button.
- D) Repeat to add as many financings as are required.

- 2 After you have added your last financing,

Project Financing

Add Financing

Type of Financing	Source of Funds	Institutional Funds	Through 8/31	FY2003	FY2004	Sum of FY2005-2007	Total
OT	General Revenue	Institutional Funds	00000000	00000000	00000000	00000000	00000000

Debt Repayment Information

Add Debt Repayment

Source of Repayment	Portion from General Revenue (%)	Debt Obligation Payments (P&I)				
		FY2003	FY2004	Sum of FY2005-2007	Total Over Project Life	
source of repayment	0	123456	234567	345678	456789	567890

Legislative Authority

The legislative authority given:

- A) Select the Add Debt Repayment button to enter how any debt will be repaid.

- VII On the Debt Repayment page,
1 Enter the Source of Repayment

- 2 The portion from General Revenue,
3 and the proposed schedule of repayments.
4 To submit the repayment, press the Add Debt Repayment button.
5 Repeat as necessary.

- VIII This should take you back to the Edit MP1/Capital Expenditure Plan page.
1 Press the Update MP to save the project information.

IX Repeat until all major Capital Expenditures are recorded.

- X On the MP Forms for your agency,
1 Rate the projects by priority,
2 Press the update priority button to solidify latest priority.

XI Upon completion and verification of all your information, please go to the *MP Form Selection* page and print a Certification Letter. Please mail your completed letter to:

~~Rob Latsha~~
~~Bond Review Board~~
~~P.O. Box 13292~~
~~Austin, Texas 78711~~

Mail certification letters for the MP1 updates submitted between 6/30/03 and 7/18/03 to:

Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711